



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 221-9934

## **EMPLOYMENT OPPORTUNITY – STAFF COUNSEL**

### Position

Staff Counsel of the Mountains Recreation and Conservation Authority (MRCA) will provide in-house legal counsel and services to MRCA Governing Board, MRCA Executive Officer, and other MRCA staff, as directed. This position is supervised by MRCA Chief Staff Counsel and requires an individual who is self-motivated, organized, and able to work on several projects simultaneously.

### Primary responsibilities

- Oversee and complete acquisitions of real property;
- Review and draft property lease agreements;
- Research and analyze applicable bills, statutes, and other legal issues, with emphasis on real property, environmental, land use, and government law.
- Review and negotiate contracts for purchase of goods and services construction;
- Coordinate responses to requests for public records;
- Analyze and respond to tort claims and litigation;
- Work with outside legal counsel on litigation and other special projects;
- Make court appearances on behalf of MRCA;
- Attend and represent MRCA at community and other public meetings; and
- Other duties and projects as directed.

### Employment Standards

- Active membership in State Bar of California required;
- Prior experience in the practice of law preferred;
- Experience in real estate/real property transactions preferred;
- Familiarity with trials, court hearings, and rules of evidence preferred;
- General computer skills required;
- Ability to communicate effectively verbally and in writing required; and
- Valid California driver license and good driving record required.

### Compensation/Hours

- \$2215-\$2904 biweekly, commensurate with experience;
- This is an exempt, 40 hour per week position that may require occasional evening and weekend events.

### Benefits

- Health, dental and vision insurance, life insurance, retirement plan, vacation, sick leave, and holiday schedules.

## Employment Opportunity – Staff Counsel

### Submission of Materials

- Please provide cover letter, resume, writing sample, and references to MRCA Human Resources Specialist Giovanna Allen at: [Giovanna.Allen@mrca.ca.gov](mailto:Giovanna.Allen@mrca.ca.gov).
- MRCA personnel will contact prospective candidates directly.
- No phone calls, please.

### Description of Agency

The MRCA is a joint exercise of powers agency, formed pursuant to Section 6500, *et seq.* of the California Government Code by the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District.

Founded in 1985, the MRCA has acquired tens of thousands of acres of open space and it currently owns, operates, and/or manages over 70,000 acres of parkland throughout Southern California. The MRCA and its partners are widely recognized as leaders in the effort to acquire, preserve, restore, and maintain public parkland for wildlife habitat and recreational uses, with a renewed focus on new acquisition and park construction along the Los Angeles River and in underserved urban areas.

For more information, please visit: [www.mrca.ca.gov](http://www.mrca.ca.gov).